



Washington Courts Employment Opportunity

Administrative Office of the Courts

FINANCIAL SERVICES ANALYST

Management Services Division, Financial & Budget Services

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

- Job #:** 2021-88
- Status:** Regular, Full-Time
- Location:** Olympia, Washington
- Salary:** Range 42: \$39,528 - \$51,432 per year (DOQ)
- Opens:** November 24, 2021
- Closes:** Open until filled; first review of the applications will be on December 10, 2021. AOC reserves the right to close the recruitment at any time.

The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

Most positions require residency in Washington State. If you are invited to interview and currently reside outside Washington State, you may seek more information about residency requirements from the AOC hiring manager for this recruitment.

Due to the COVID-19 pandemic, remote work is currently expected. When approved to return to the office, the incumbent will work with their supervisor to identify and appropriate work schedule and balance, including telework and reporting to the Olympia office for work activities.

Note: All AOC employees must be fully vaccinated against the COVID-19 virus by November 1, 2021. Please note that any offer of employment is contingent upon the candidate providing verification of their vaccine status, having an approved medical accommodation, or having an approved religious accommodation. No start date will be approved until the candidate has verified their vaccine status or an approved accommodation.

POSITION PROFILE

The Financial Analyst position is responsible for the timely and accurate processing of all agency travel reimbursement requests, arbitration invoices and agency credit cards. This position also processes the monthly JIS Link accounts receivable invoice file into QuickBooks.

Reporting to the Financial Services Manager, this position works under general direction. Decision making is within established guidelines, defined rules and procedures. Work performed is generally routine and work products are subject to review and approval.

DUTIES AND RESPONSIBILITIES

- Prepares automated and/or manual recurring financial reports such as statements of fund balance, income statement or balance sheet accruals; maintains ledger accounts.
- Processes accounts payable including but not limited to: agency travel reimbursement requests, agency credit card invoices, arbitration payments and other invoices as needed.
- Reviews and verifies critical information including but not limited to: budget code, approval signature, proof of receipt, social security number, payment type, etc. in accordance with established procedures and accounting standards.
- Processes and prepares invoices for batching and entry in to the state AFRS system.
- Prepares and monitors financial reports, researches and verifies financial data, reconciles reports and JV corrections in accordance established procedures and accounting standards.
- Prepares and processes the monthly JIS Link invoice file into QuickBooks and records the accounts receivable balance into AFRS. (Agency Financial Reporting System)
- Responds to inquiries from clients regarding status of invoices, payments, etc.
- Assists in the developing recommendations for business improvement measures for the Financial Services section.
- Assists higher level Financial Services staff with financial summary information, analysis of financial reports and development of internal financial procedures.
- Performs other duties as required.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement or by going to the AOC Career Opportunity website at: <https://www.governmentjobs.com/careers/courtswa>.

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in Accounting or closely allied field **INCLUDING** 10 Semester or 15 quarter hours of college-level Accounting; **OR**
- Two (2) years of experience in fiscal bookkeeping or fiscal recordkeeping; **AND**
- 10 Semester or 15 quarter hours of college level accounting.

A combination of relevant education and experience demonstrating a working knowledge of the duties and responsibilities of the Financial Services Analyst may be considered in the meeting the qualifications.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work as part of a team and get along well with others.
- Meet productivity standards, deadlines and work schedules.
- The ability to follow instruction and prioritize workload and timelines.
- The ability to provide excellent customer service to all Judicial Branch partners/customers.

HOW TO APPLY

For more information about the position, to review the job description, inquire about benefits, or to apply for the position:

[CLICK HERE TO APPLY](#)

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is covered under the overtime provisions of the FLSA (Fair Labor Standards Act).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.